



**JULY 2009**  
**FLSA: NON-EXEMPT**

## **REPROGRAPHICS TECHNICIAN**

### **DEFINITION**

Under general supervision, performs skilled work involving the operation of letter presses, offset presses, automatic presses, folders, collators, Xerox duplicators, cutters, drills, and other related equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Management Information Systems Supervisor. Exercises no supervision of staff. May provide technical and functional direction to student assistants.

### **CLASS CHARACTERISTICS**

This classification is responsible for the timely and high-quality reproduction of a wide variety of business and educational support materials. The incumbent utilizes specialized computer software and operates high-speed reproduction equipment to meet customer requirements and complete varied reproduction orders.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Sets up and operates a wide variety of printing and related machines such as letter presses, offset presses, cameras, photocopiers, typesetters, folders, collators, and plate makers in order to produce bulletins, brochures, booklets, forms, letters, postcards, transparencies, book covers, and instructional materials.
- Receives, reviews, and prioritizes work orders; plans, schedules, and completes assignments in compliance with standards of work production.
- Makes necessary adjustments to equipment for the most efficient performance: adjusts ink and water for proper flow; sets straight and tabular matter; assembles and corrects line cast slugs.
- Communicates with faculty, staff and administrators to clarify work requests and define project requirements and expectations.
- Sets head or display lines or any class of composition within the range of the machine operated.
- Makes up, lays out, pulls proofs for, locks up, and breaks up forms of all sizes and in all styles for presses.
- Aligns and justifies pages, composes letter heads, cards rules, headings, and title pages from type in cases and from line cast slugs.
- Makes changes to, registers, and corrects presses as required.
- Develops film; strips film onto masking sheets.
- Makes and burns metal plates.

- Performs preventive maintenance and minor repairs and adjustments to equipment; arranges for equipment repairs with service technicians and vendors; maintains records of work performed, supplies used, and vendor jobs.
- Instructs student workers on proper use of equipment.
- Performs cutting, padding, folding, stitching, drilling, and punching of various reprographics materials.
- Wraps finished jobs.
- Moves stock and fills orders.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Standard methods, materials, tools, and equipment used in a comprehensive print shop.
- Principles and techniques of graphic design, page layout and image editing used in commercial reproduction.
- Operations and care of equipment used in the course of work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Operate various equipment and tools such as a paper cutter, folders, drills, binding, and related equipment.
- Select proper color, size, and weight of paper, and proper inks for each project.
- Perform basic preventative maintenance of equipment and tools.
- Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of experience operating advanced reprographics equipment, such as letter and offset presses. Completion of college-level coursework or technical training in graphic communications/production, visual communications, or a closely related printing technology field is desirable.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard and specialized office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.